



ADFG

Writer's Guide

Second Edition

Alaska Department of Fish and Game

ADF&G Writer's Guide



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The committee assembling this writing guide recognizes that we all despise tedium and that so many writing rules in our language seem needless and arcane — cumbersome minutia that get in our way. But when these rules are carefully examined, a useful and generally helpful purpose is revealed.

Like it or not, we are judged by our peers by how well we use and write our language, and standards in spelling and usage form integral constituents of good writing. Some argue that standards stifle creativity. Responding to such a complaint, newspaper columnist Marilyn Vos Savant recently had this to say:

I think standardization encourages creativity — by providing the framework upon which new developments can be conceived and built. For example, without a dictionary and rules of grammar to provide the standards for words and their use, a complex language cannot evolve, without which a complex written literature cannot be cultivated. In the great civilizations, a higher and higher standard of living requires more and more standardization, which produces both brilliant and beautiful improvements — which we can all later take for granted, of course!

We all take good writing for granted. Not until we are forced to read a weakly constructed manuscript filled with stacked adjectives, dangling syntax or misplaced modifiers, and general lack of thoughtful organization do we then — if only for a fleeting moment — appreciate the effective and considerate writer.



This manual was written, compiled, edited, and produced by the Interdivisional Committee of Editors comprising Mary “Mo” Hicks (chairwoman) — Wildlife Conservation; Carla B. Seibel and Nancy Parr — Commissioner’s Office; Robert L. Wilbur, Katherine E. Aschaffenburg, Kurt Savikko, and Sid O. Morgan — Commercial Fisheries Management and Development; Marla Trollan — Public Communications; Mike Mills — Sport Fish; Ellen Fritts — Habitat and Restoration; and Robert J. Wolfe — Subsistence.

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Foreword

Before 1992 Alaska Department of Fish and Game employees lacked a concise reference for their daily correspondence. In March 1992, Commissioner Rosier adopted, as policy, the *ADF&G Writing Standards*, first edition, as our department's guide to provide consistent word usage for department publications and correspondence.

This second edition of *Writing Standards*, now called the *ADF&G Writer's Guide*, promotes consistency, simplifies writing decisions, and takes away some of those everyday writing dilemmas. Does DLP mean defense of life *or* property . . . or is it life *and* property? Do salmon *run* and *return* have the same meaning? Is it *snow* or *opilio* crab? Is *state* capitalized? These answers and many others are in your revised *ADF&G Writer's Guide*.

To provide accurate and consistent writing, these updated writing standards are more than just a guide, they are department policy. Thank you for using this writing manual.



A handwritten signature in black ink, which appears to read 'Frank Rue'. The signature is written in a cursive, flowing style.

Frank Rue, Commissioner

